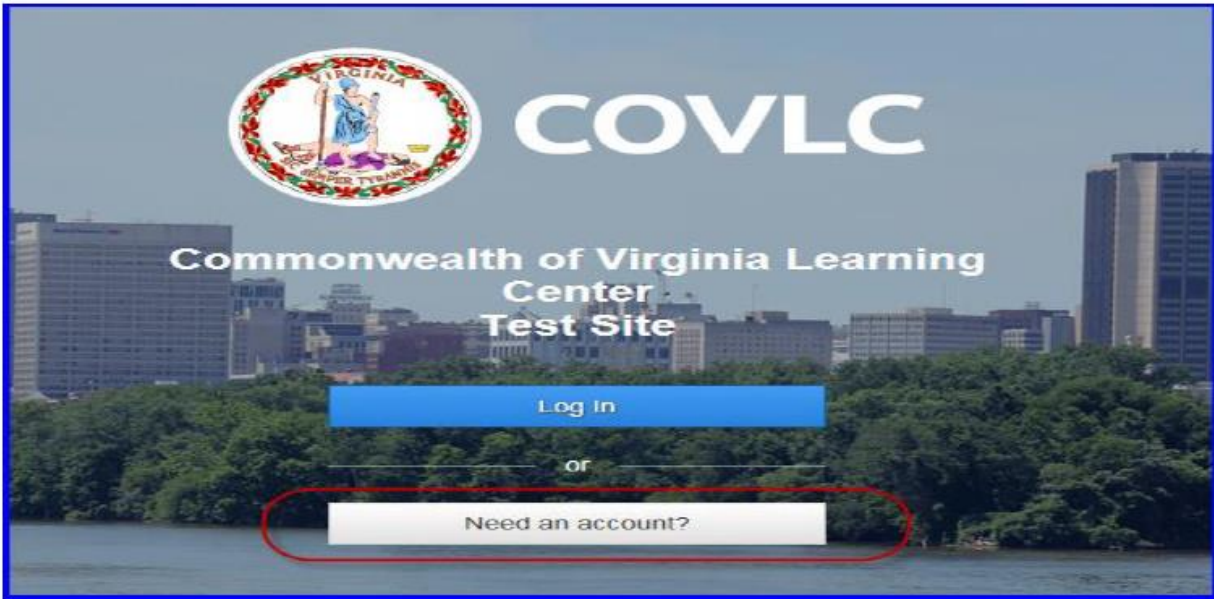


How to request an account

Step 1: Click on Need an Account?



Step 2: Choose VDSS_Ext-VA Dept of Social Services – External (765Ex)

Non-State Registration

This functionality is intended for registration of Non-State employees ONLY.

Non-State Employees: If you are a non-state employee that has registered before but require access to a different domain, please do not use this functionality, contact your domain administrator. If you are a Non-State employees registering for the first-time, please continue.

State Employees: If you are an employee of the Commonwealth of Virginia, please do not register. An account should have already been created for you. On the Login page, enter your State Employee ID as your Login ID. Or if you do not know your Login ID, please select the **Forgot Login ID** link to retrieve your Login ID and then select the **Forgot password** link to retrieve your password. A password will be emailed to you. If you need additional assistance, please contact your agency/domain administrator.

To confirm that you are entering the site for the first time as a Non-State Employee, select the domain that you are registering for and select the Ok button.

VDSS_Ext-Va Dept of Social Services - External (765Ex)

To exit out of the registration process, select the Cancel button.

Cancel

OK

Step 3: Populate all fields circled in red

Create New Account

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Login ID <input type="text" value="test"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Password <input type="password" value="****"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> *First Name <input type="text" value="Test"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> *Gender <input checked="" type="radio"/> Male <input type="radio"/> Female </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Email Address <input type="text" value="test.test@dss.virginia.gov"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Confirm Password <input type="password" value="****"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Middle Name <input type="text" value="Test"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> *Last Name <input type="text" value="Test"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> *Date of Birth <input type="text" value="3/3/1963"/> </div>
---	---

Step 4: If you work at a local agency, you must choose the agency location of where you work. Note: If you do not work at a local agency, select community partner.

<div style="border: 1px solid #ccc; padding: 5px;"> *Organization <input type="text" value="Select"/> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> Job Title <input type="text" value="Select"/> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> Manager <input type="text" value="Select"/> </div>
--	--	--

Step 5: LOCAL DSS Employees - follow the points below. (ALL others see next step)

Select Organizations

Instructions for Local DSS Units

✕

Select an item from search results, then select Save.

Find Organization

1 Type 3 digit FIPS code here

2 Click the search button

Search Type

Contains

	Organizations	Path
<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;"> 3 </div>	<div style="display: flex; align-items: center;"> Eastern-025 - Brunswick </div>	Dept of Social Services - External Entities > (ERTO) - Eastern Regional Training Office (VIRGINIA BEACH, VA)

Click the radial button in front of your unit's name

Click the save button

4

Save

Cancel

Step 6: All others – follow the points below.

Select Organizations

Instructions for Community Partners

Select an item from search results, then select Save.

Find Organization


Search Type

community partners1Type - community partners

Search2Click the search button

Organizations

Path

 Community Partners

Dept of Social Services - External Entities

3Click the radial button in front of the name.

Cancel

Click the save button4Save

Step 7: Select Job Title

*Organization <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Select</div>	Job Title <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Select</div>	Manager <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Select</div>
---	---	---

Select Job Title

Find Job Title

vdss

Type keyword - VDSS

Search

Click the search button

Search Type

All words

53 Items « < Page 1 of 6 > »

Job Titles
<input type="radio"/> VDSS - Administrative
<input type="radio"/> VDSS - Administrative Supervisor
<input type="radio"/> VDSS - Adoptions/Foster Care/Childcare/VIEW
<input type="radio"/> VDSS - Adult Protective Service (APS)/Child Protective Service (CPS)
<input type="radio"/> VDSS - Adult Protective Service/Child Protective Service Supervisor
<input type="radio"/> VDSS - Adult Protective Services (APS)
<input type="radio"/> VDSS - Adult Protective Services (APS) Supervisor
<input type="radio"/> VDSS - Adult Protective Services/Adult Services/View/Child Care Supervisor
<input type="radio"/> VDSS - Adult Protective Services/Foster Care
<input type="radio"/> VDSS - Adult Services/Adult Protective Services/Child Protective Services

53 Items « < Page 1 of 6 > »

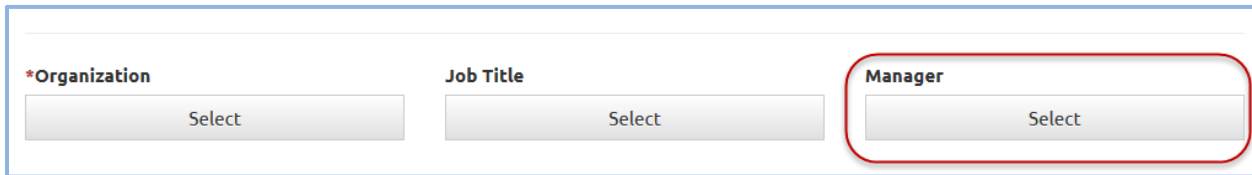
Cancel

Click the save button

4

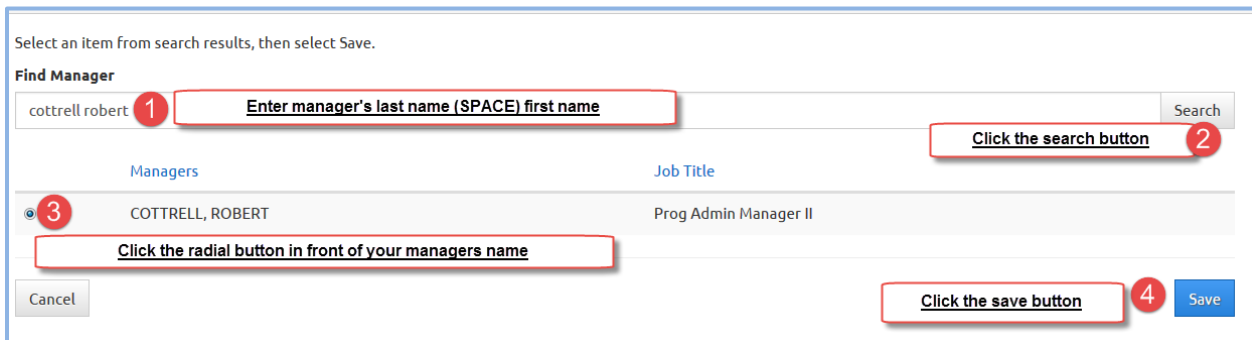
Save

Step 8: Select Manager (If you are not a DSS employee – SKIP this step and go to step #9)



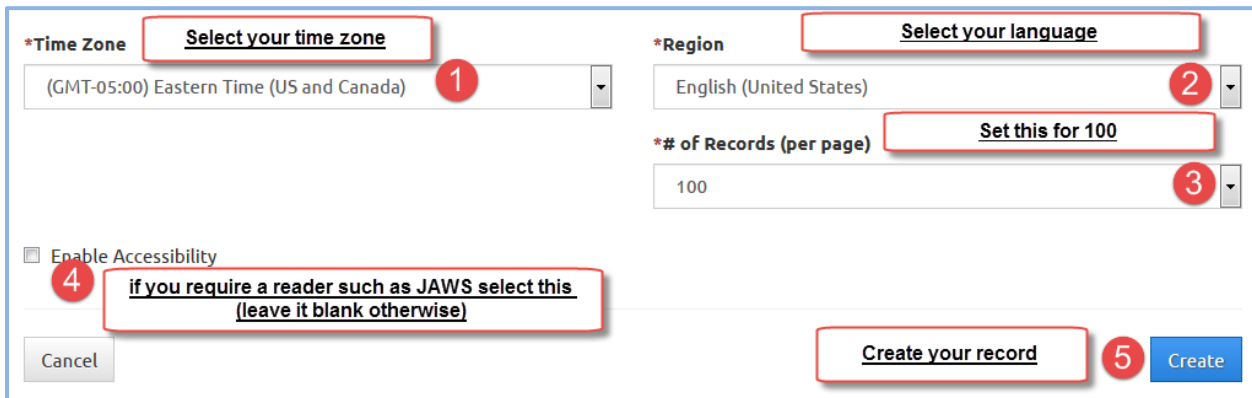
This form contains three dropdown menus: *Organization, Job Title, and Manager. The Manager dropdown is highlighted with a red box. Each dropdown has a 'Select' button below it.

Step 9: Search and select manager



This form is for finding a manager. It includes a 'Find Manager' section with a search input field (containing 'cottrell robert') and a 'Search' button. Below the search field is a table with columns 'Managers' and 'Job Title'. The first row shows 'COTTRELL, ROBERT' and 'Prog Admin Manager II'. A red box highlights the radio button next to the manager's name. At the bottom, there is a 'Cancel' button, a 'Click the save button' button, and a 'Save' button.

Step 10: Create Record



This form is for creating a record. It includes fields for *Time Zone (set to '(GMT-05:00) Eastern Time (US and Canada)'), *Region (set to 'English (United States)'), and *# of Records (per page) (set to '100'). There is a checkbox for 'Enable Accessibility' and a 'Create your record' button. A red box highlights the 'Enable Accessibility' checkbox and its label.

You have completed the registration request process for the COVLC. You will be reviewed for approval shortly. Once approved, you will receive a confirmation with your login parameters.